C.V

**Ayman**

**E-mail address:** [ayman.94988@2freemail.com](mailto:ayman.94988@2freemail.com)

**Doha, Qatar**

**Objectives**

         Seeking a challenging position that requires new and innovative ideas, as well as an [opportunity](http://209.200.10.92/cgi-bin/t50/ezlclk.fcgi?id=876) to enrich my experiences in the fields of Teaching, Translation and Administration.

        To perform duties and responsibilities commensurate to my qualifications.

        To handle the tasks assigned efficiently and effectively using my ability to learn quickly and easily.

**Personal Traits**

   Communication skills.

    Flexible, open minded and fast learner.

   Loyal & dedicated to work goals.

    Ability to work under pressure.

**Computer** [**Training**](http://209.200.10.92/cgi-bin/t50/ezlclk.fcgi?id=906)

**2001**

Computer Application Training Course

The Arab Cultural Center Zarqa, Jordan

(Windows, Microsoft Word, Excel, Power Point and Internet)

**2005**

The International [Computer](http://209.200.10.92/cgi-bin/t50/ezlclk.fcgi?id=220) Driving License (ICDL) Computer Course

Qatar Edunet Training Center Doha, Qatar

(Windows, Microsoft Word, Excel, Power Point, Access, Outlook and Internet)

- The ICDL GCC (Gulf Cooperation Council) Foundation is the awarding body for ICDL in the Gulf Region, and the Program is supported and initiated in the Arab countries by UNESCO, Cairo Office.

**2006**

Secretary and Office Administration Training Course

Al-Asalah Computer Center Doha, Qatar

-Secretary and Office Administration profession major skills, like: correspondence and file management, attending telephone calls, arrange appointment and meetings.

-Computer skills (Windows, Microsoft Word, Excel, Power Point, Access, Outlook and Internet)

-Arabic and English typing.

**2007**

Two Human Resources Management Training Courses

Collage of the North Atlantic Doha, Qatar

Human Resources Management skills.

-The major functions within the area of human resource management, like: strategic human resource management, the law and human resource management, human resource planning, job analysis and job design, recruitment, selection, socialization and orientation, training, development and career planning, performance appraisal, compensation, indirect compensation/employee benefits, communication and motivation, workplace safety and health, national and expatriate workers, international Human Resource management and Human Resource auditing/evaluation.

**Language Skills**

     Arabic: Excellent spoken and written

    English: Excellent spoken and written

**Experience**

**Management Administrative Assistant   June-2008-Present**

**Drilling &Measurements Department**

**Schlumberger Overseas S.A**  **Doha-Qatar**

-    I have developed a strong structured process that suits the demands of a massive growing Geo-Market to handle the payroll of the Drilling and Measurements employees with all their different categories from IMs, ICs, HCRs, Geo-mobiles, and GCS.

- Responsible for uploading the MEA system with the D&M PAR records.

- Liaising with the main personnel department on the consultants’ contracts and following up on maintaining SLB guidelines.

-   Responsible for uploading the system with the HCR ’s off shore bonus, SQ bonus, and expenses.

- Maintaining and developing filing system for the D&M employees that contains all their employment package i.e. offer letters, personnel data sheets, etc.

- Responsible for organizing D&M events, preparing the Service Quality Reports for     SLB clients.

- Assisting the Operations Manager with the meetings preparations, calendar.

- Translating documentations from English into Arabic and vise versa.

**Administrator** September 2007 – May-2008

**Embassy of Brunei Darussalam** Doha – Qatar

**-**Translation of official correspondences, articles and documents from Arabic to English and English to Arabic.

-Liaise to the Ministry of Foreign Affairs of Qatar and to other Ministries and Government Offices and departments, in addition to assist in administrative daily work at the Embassy.

-Acting as the visa officer (prepare applications and necessary documents).

-Interpretation during receptions, parties, meetings and interviews.

-Responsible for correspondence, file management and daily matters following-up.

-Attending telephone calls, arrange appointment and meetings.

**Translator**

**Gulf Supplies and Commercial Services (GSCS)** January 2007- August 2007

Doha, Qatar

**Qatar International Trading Company (QIT)**                   March, 2004- December 2006

                                                                                                 Doha, Qatar

-Processing the documents translation from Arabic to English and from English to Arabic within required needs and tasks of the company.

-Training new translators.

**Teacher**

**The Ministry of Education**                                          September, 2003-March, 2004

                                                                                            Al-Salt, Jordan

-Teaching English Language in public secondary schools.

-Supervising English Language clubs’ activities in these schools

**Education**

Bachelor of English Language Literature

Al-Hussein Bin Talal University, Ma’an, Jordan                          2003

**Biographical Data**

-Gender: Male

-Marital Status: Married

-Place & [Date](http://209.200.10.92/cgi-bin/t50/ezlclk.fcgi?id=1050) of Birth:  Kuwait-October 26, 1979

-Nationality: Jordanian

-Visa Status: Sponsored by Schlumberger Overseas S.A in Qatar, and I have a transferable visa.

-Moreover, I have a valid Qatari deriving license.